# SAFE WORK METHOD STATEMENT (SWMS)

Business name

Document: SWMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

## 1. BUSINESS AND JOB DETAILS

| | | | |
|---|---|---|---|
| **Job** | Replace a gas ducted heater | **Start date** | 9 Nov 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Air conditioning and refrigeration |

## 2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

| | | | |
|---|---|---|---|
| | Risk of a person falling more than 2 metres | | Work on or near chemical, fuel or refrigerant lines |
| | Work on a telecommunication tower | **YES** | Work on or near energised electrical installations or services |
| | Demolition of an element of a structure that is load-bearing or related to its physical integrity | | Work in an area that may have a contaminated or flammable atmosphere |
| | Likely to involve disturbing asbestos | | Work involving tilt-up or precast concrete elements |
| | Structural alterations or repairs that require temporary support to prevent collapse | | Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians |
| | Work in or near a confined space | | Work in an area with movement of powered mobile plant |
| | Work in or near a shaft or trench with an excavated depth greater than 1.5 metres | | Work in an area with artificial extremes of temperature |
| | Work in or near a tunnel | | Work in or near water or other liquid that involves a risk of drowning |
| | Use of explosives | | Diving work |
| | Work on or near pressurised gas distribution mains or piping | | |

## 3. JOB STEPS, HAZARDS AND CONTROLS

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| 1 | A licensed gasfitter isolates gas and power, then the supplies are locked off | Gas and fuel lines<br>Electric shock from live wiring<br><br>Rules: WHS Regulation 2011, Part 4.7 General electrical safety | **Extreme Possible / Catastrophic** | 1.1 Isolate and purge the line before work, with the owner's approval. [Eliminate]<br>1.2 Lock off and tag the isolation valve. [Isolate]<br>1.3 Gas and fuel lines: see step 5 for the full controls [Administrative]<br>1.4 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate]<br>1.5 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] | **Medium Rare / Catastrophic** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 1.6 Test before you touch: prove dead at the point of work with a voltage tester, proving the tester on a known live source before and after (AS/NZS 4836). [Engineering]<br>1.7 Only licensed electricians do electrical work. [Administrative]<br>1.8 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative]<br>1.9 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative]<br>1.10 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] | | |
| 2 | Check flues and surrounds for asbestos | Disturbing asbestos<br><br>Rules: WHS Regulations, Chapter 8 (Asbestos) | **Extreme Possible / Catastrophic** | 2.1 Before work, check the asbestos register (workplaces built before 2004). For homes, or if there is no register, have a competent person identify asbestos or assume it is present. [Eliminate]<br>2.2 Seal off the work area and keep everyone else out. [Isolate]<br>2.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering]<br>2.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative]<br>2.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative]<br>2.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE] | **Medium Rare / Catastrophic** | Site supervisor |
| 3 | Remove the old unit with two people | Lifting and carrying heavy loads<br>Cuts from sharp edges<br>Tight spaces: roof spaces and under floors<br><br>Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks | **High Likely / Moderate** | 3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate]<br>3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute]<br>3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering]<br>3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative]<br>3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]<br>3.6 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering]<br>3.7 Use knives with retractable or self-retracting blades. [Engineering]<br>3.8 Cut away from your body and keep your other hand clear. [Administrative]<br>3.9 Put used blades in a blade bin or sharps container. [Administrative]<br>3.10 Use two people to handle large sheets of metal or glass. [Administrative]<br>3.11 Do as much of the work as you can from outside the tight space. [Eliminate]<br>3.12 Turn the power off at the switchboard before entering where you can, as damaged cables may be live. [Isolate]<br>3.13 Lay crawl boards across the joists so you cannot step through the ceiling. [Engineering] | **Medium Unlikely / Moderate** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 3.14 Set up ventilation and lighting in the space. [Engineering]<br>3.15 Limit time in hot roof spaces and take breaks somewhere cool. [Administrative] | | |
| 4 | Install the new unit, flue and connections | Gas and fuel lines<br>Fire from hot works<br>Falling from a ladder<br><br>Rules: AS 1674.1 Safety in welding and allied processes (fire precautions); WHS Regulation 2011, Part 4.4 Falls | **Extreme Possible / Catastrophic** | 4.1 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering]<br>4.2 Only licensed gasfitters work on gas lines. [Administrative]<br>4.3 Gas and fuel lines: see step 5 for the full controls [Administrative]<br>4.4 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate]<br>4.5 Move anything that can burn at least 15 metres away (AS 1674.1), or protect it with fire blankets or screens. [Isolate]<br>4.6 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering]<br>4.7 Get a hot work permit before starting. [Administrative]<br>4.8 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative]<br>4.9 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute]<br>4.10 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering]<br>4.11 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering]<br>4.12 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative]<br>4.13 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] | **Medium Unlikely / Major** | Site supervisor |
| 5 | Leak test, commission and check for carbon monoxide | Pressure testing<br>Gas and fuel lines<br>Fire and emergencies<br><br>Rules: WHS Regulation 2011, regulation 43 (emergency plans) | **High Unlikely / Catastrophic** | 5.1 Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. [Substitute]<br>5.2 Keep people out of the test area with signs and barriers. [Isolate]<br>5.3 Use a calibrated gauge and a relief valve set to protect the system. [Engineering]<br>5.4 Test to the pressure the system calls for and hold it for the set time. Never go over. [Administrative]<br>5.5 Release the pressure fully before tightening anything or fixing leaks. [Administrative]<br>5.6 Isolate and purge the line before work, with the owner's approval. [Eliminate]<br>5.7 Lock off and tag the isolation valve. [Isolate]<br>5.8 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering]<br>5.9 Only licensed gasfitters work on gas lines. [Administrative]<br>5.10 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative]<br>5.11 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] | **Medium Rare / Catastrophic** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 5.12 Keep exits and escape routes clear and signed. [Engineering]<br>5.13 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative]<br>5.14 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative]<br>5.15 Know the site address and how emergency services get in. Call 000. [Administrative] | | |
| 6 | Remove old unit and clean up | Poor housekeeping and waste | **Medium Likely / Minor** | 6.1 Order materials to size and send packaging back where you can. [Eliminate]<br>6.2 Put skip bins and waste chutes close to the work. [Engineering]<br>6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative]<br>6.4 Keep exits, stairs and walkways clear at all times. [Administrative]<br>6.5 Stack materials neatly on level ground, away from edges. [Administrative]<br>6.6 Wear gloves when handling waste. [PPE] | **Low Unlikely / Minor** | Site supervisor |

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Extreme. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control: Eliminate, Substitute, Isolate, Engineering, Administrative, PPE.

## 4. PPE AND PERMITS

| Required PPE | Permits and plans |
|---|---|
| Steel cap boots<br>Work gloves<br>Safety glasses<br>P2 dust mask<br>Insulated electrical gloves<br>Arc-rated clothing and face shield<br>Half-face respirator (P2 or P3 filters)<br>Overalls<br>Cut-resistant gloves<br>Knee pads<br>Hard hat<br>Welding gloves<br>Face shield | Electrical isolation permit<br>Hot work permit |

## 5. PLANT AND EQUIPMENT

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| Hand tools | | | | | |

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| Pipe press tool | | | | | |
| Electrical test equipment | | Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval | | | |
| Trailer | | | | | |

## 6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

## 7. EMERGENCY ARRANGEMENTS

| | | | |
|---|---|---|---|
| **Emergency number** | 000 | **First aid kit** | In the work vehicle |
| **Fire extinguisher** | In the work vehicle | **Alarm and evacuation** | Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance. |
| **Reporting incidents** | Notify the regulator immediately of any notifiable incident and preserve the site. | | |

## 8. IMPLEMENTING, MONITORING AND REVIEWING THE CONTROLS

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| **How they are put in place** | Controls are set up before the work starts. The person responsible explains this SWMS to every worker before they start, and workers sign to confirm they understand it. | **How they are monitored** | The person responsible checks the controls are in place before work starts each day and during the work, and talks to the workers about any problems. Stop work and review this SWMS if the work changes, the controls are not working, after any incident, or if a worker raises a concern. |
| **When it is reviewed** | Reviewed when the work or site changes, after any incident, if a control is not working, or if a worker or health and safety representative asks. | | |

Legal basis: Work Health and Safety Regulations 2011, Part 6.3 (Victoria: OHS Regulations 2017). A SWMS must be prepared before any high risk construction work starts. It must list the high risk work, the hazards and risks, the control measures, and how those controls will be put in place, monitored and reviewed. It must be easy for the workers to read and understand.

Keep this SWMS, and every revised version, until the high risk construction work is finished, where workers and inspectors can see it on site. If a notifiable incident happens during the work, keep it for at least 2 years after the incident.

## 9. REVIEW AND AMENDMENT RECORD

| Rev | Date | By | What changed |
|---|---|---|---|
| 1 | 9 Nov 2026 | | First issue |
| | | | |

| Rev | Date | By | What changed |
|---|---|---|---|
| | | | |

## 10. SIGN-OFF

| | Name | Signature | Date | |
|---|---|---|---|---|
| **Prepared by** | | | | |
| **Person responsible (supervisor)** | | | | |
| **Principal contractor review** | | | | Accepted for use: Yes / No |

By signing below, each worker confirms they were consulted on and have read and understood this SWMS, and will follow it. If the work cannot be done as this SWMS says, stop as soon as it is safe and do not restart until the SWMS is reviewed.

| Name | Role / company | Tickets / licences | Inducted | Signature | Date |
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